

State of Alabama  
Department of Industrial Relations  
Unemployment Compensation Division  
Quarterly Contribution and Wage Report  
Internet Filing Instructions

- Go to our website [www.dir.alabama.gov](http://www.dir.alabama.gov) and click the eGov button.
- Set up a new eGov account by clicking on the New eGov Account image.
- Once the eGov account is verified, login to the eGov system.
- Individual businesses should click on the Wage and Tax Reporting – for Employers link. You will be required to enter the UC account number and FEIN.
- Third-party filers should click on the Wage and Tax Reporting – for POA link. You will be required to enter the Rep account number and PIN that was previously mailed.
- The next screen is the Welcome page, click <PROCEED>.
- The next screen is the Instruction page, click <CONTINUE>.
- The next screen is the Employer Information page – verify information is correct and click <CONTINUE>.
- The next screen is the Quarter/Year page - choose the quarter to file from the drop down, the oldest quarter is listed first. If filing for more than one quarter, it is recommended that the oldest quarter be filed first in order to properly calculate excess wage. From this page, you will also select type of report being filed: employee wages or zero wages, then click <CONTINUE>.
- The next screen is the wage detail page.
  - If this is your first time filing over the Internet, under Add New Employees, you will need to enter your employee(s) SSN, last name, first name and quarterly wages (up to 10 employees per page) and click <ADD NEW> (this saves the information to the database). Repeat this process until all employee(s) have been entered. Once all employee(s) information is entered, click <FINISHED ADDING WAGES/CONTINUE>.
  - If you are a return Internet filer, this page will backfill your employee(s) information (in SSN order), only requiring you enter quarterly wages for previous employee(s) – you may also enter any new employee(s) information just as you did the first time you filed (see above step). If you have more than 10 employees, click the page numbers to view the next set of 10 employees. Click <Update Wage Data> to save the information to the database. Once all employee(s) information is entered, click <FINISHED ADDING WAGES/CONTINUE>.
- The next screen is the review wage detail page. If you need to make changes, click <NEED TO MAKE CHANGES> and make the necessary changes. If no changes are needed – click <SAVE AND CONTINUE>.
- The next screen is the number of employees page. Enter the total number of full and part-time covered workers who worked or received pay subject to UI Taxes for payroll period which includes the 12th of the month and click <SAVE AND CONTINUE>.
- The next screen is the wage summary page, review for accuracy. If you need to make changes, click <CANCEL AND RETURN>. If no changes are needed, select "YES" to certify accuracy & click <SUBMIT WAGE REPORT/CONTINUE>.
- The next screen is the summary page. You cannot make any changes from this point on since you have received a confirmation number - a UC-10C would be needed to correct any data. Click <CLICK TO VIEW PRINTABLE WAGE REPORT> and <CLICK TO VIEW PRINTABLE PAYMENT VOUCHER>. The printable wage report is for your records. The printable payment voucher should be submitted along with your payment, if applicable, or may choose to submit payment via EFT (electronic funds transfer). However, there is a \$1.50 convenience fee for the EFT process. Please continue to the payment option page.
- If you need to file another quarter on this account, click <FILE FOR ANOTHER QUARTER>. If filing for more than one quarter on a specific account and you intend to use the EFT option, please file all reports prior to submitting the EFT in order to keep the convenience fee at a minimum. If you do not need to file another quarter, click <CONTINUE>.
- The next screen is the payment option page, select option and click <CONTINUE>.
- The next screen is the finish application page [you can also print the payment voucher here and choose to file another quarter]. Select option & click <CONTINUE> or <LOGOFF> [both go to the same page].
- The next screen is the exit application page; you can log back in or complete a survey from this page.